

**Barbara Cash**

**01/20/2006 11:45 AM**

To: mayorjconrad@msn.com

cc:

Subject: Progress Reports for XP97523701 - Village of Laurelville

Our records indicate that a Progress Report for the current reporting period is due. Progress reports can be submitted via e-mail (as an attachment), or regular mail.

Progress reports should include what progress has been made, if there are any delays, any issues which we can assist you with, is the project on time, etc.

Progress reports are due semi-annually for the life of the grant. Please provide me with a summary report covering the periods from 12/2000 - 1/01/2006. In the future, I will send you an e-mail reminder.

If you have any questions or concerns, please let me know.

Barbara Cash  
Special Appropriations  
Project Officer - MI & OH  
(312) 886-6746